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ABSTRACT

The goal of the Texas State Library Communication Network (TSLCN) is service to the library patrons of the state. Acceptable policies and procedures contribute to efficient network operation. Although the gcal of the TSLCN is unchanged, this second edition of the "Policy and Procedure Manual" refines and improves a functioning system. The steady development of the network is demonstrated in its use. At the Texas State Library level 2,419 requests were received from Major Resource Center (MRC) libraries from July-December, 1968; a total of 6,107 requests were received during 1969; and by the end of August, 1970, this sum was surpassed. The contents of this manual are: (1) introduction, (2) The Texas State Library Communication Network, (3) size I (Major Resource Center) libraries, (4) size II (serving 25,000-200,000 patrons) libraries, (5) size III (serving 25,000 or fewer patrons) libraries and (6) Texas State Library Reference Division. Various tools and forms used by the networks are included in the appendices. (Author/NH)

ED 046467

THE TEXAS STATE LIBRARY COMMUNICATION NETWORK

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POLICY AND PROCEDURE MANUAL

LI 002503

TEXAS STATE LIBRARY
FIELD SERVICES AND REFERENCE DIVISIONS
BOX 12927 - CAPITOL STATION
AUSTIN, TEXAS 78711

Second Edition

JANUARY, 1971

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INTRODUCTION

Policy is the standard which serves to guide a traveler to his ultimate destination. Procedure is that series of maneuvers which the traveler adopts in the course of his journey in order to reach his destination. Both policy and procedure are needed if the goal is to be reached.

The goal of the Texas State Library Communication Network is service to the library patrons of the state. Acceptable policies and procedures will contribute to efficient network operation.

Although the goal of the Texas State Library Communication Network is unchanged, its condition now is far different than it was when the first manual was written. At that time, the purpose of the Policy and Procedure Manual was to explain a system to be. The purpose of this second edition is to refine and improve a functioning system.

The steady development of the network is demonstrated in its use. At the Texas State Library level 2,419 requests were received from MRC libraries from July - December, 1968; a total of 6,107 requests were received during 1969; and by the end of August, 1970 this sum was surpassed.

THE TEXAS STATE LIBRARY COMMUNICATION NETWORK

The rationale for the TSLCN is set forth in the Library Services and Construction Act (P.L. 90-132) in which it is stated that the purpose of a network is to provide for "The systematic and effective coordination of the resources of school, public, academic and special libraries and special information centers for improved services of a supplementary nature to the special clientele served by each type of library or center." Such coordination is effected in this manner:

(1) Size III Public Libraries (serving a population of 25,000 and under) have the privilege of calling collect according to prior arrangements either their designated Size II Public Library (25,000 - 200,000 population) or, if they do not have an assigned Size II Public Library, their assigned Major Resource Center Public Library (over 200,000 population) for requests.

(2) If the request cannot be filled by the Size II Public Library, it then refers the request by collect telephone call either to its MRC Public Library or to another Size II Public Library in its MRC Area.

(3) If the MRC Public Library cannot fill the request, it will be forwarded by teletype to the TSL.

(4) The TSL will make every attempt to fill the request, first in its own collection, then through teletype contact with the other MRC's of the TSLCN and finally from other sources.

The cost of providing services of the TSLCN is borne by funds under Title III, Library Services and Construction Act which is administered for Texas by the Field Services Division of the Texas State Library and by the Major Resource Center libraries which are compensated by Title I, LSCA Funds in exchange for staff and services. The Texas State Library is continually exploring possible working arrangements with other communication networks with the goal of improving patron service.

These policies and procedures are the result of a voluntary agreement to govern interlibrary lending among designated Size I libraries in the state of Texas. They are based on the premise that lending among libraries for the use of an individual in the state of Texas is in the public interest and should be encouraged. They are intended to promote a more liberalized interlibrary loan policy among the libraries adopting them. They are based on the Model Interlibrary Loan Code for Regional, State, Local or other Special Groups of Libraries adopted by the A.L.A. Reference Services Division Interlibrary Loan Committee of June 26, 1968. They are also adapted in recognition of past interlibrary loan experiences among the Size I libraries in the state.

MRC (Size I) Libraries

I. Definition

1. Interlibrary Loans are transactions in which library materials are made available by one library to another. For the purposes of this code interlibrary loans include the provision of copies as substitutes for loans of the original materials. Interlibrary loans may include non-book materials such as films, microfilms, microcards, records, filmstrips, tapes and art prints.
2. A lending library is defined as the library which answers a loan request with materials.
3. A borrowing library is defined as the library which initially originates a request.

II. Purpose

1. Since it is increasingly evident that it is impossible for any one library to be self-sufficient, and in the belief that the furtherance of knowledge is in the general interest, interlibrary borrowing and lending is regarded by the libraries subscribing to this agreement as essential to library service.

III. Responsibility of Lending Libraries

1. Lending libraries will practice as liberal and unrestrictive a policy as is possible in interlibrary loans, with due consideration to the interests of their primary clientele.
2. Lending libraries have the responsibility of informing borrowing libraries of any failure to observe the provisions of this code, and if necessary may invoke the provisions stated in Sec. XV.

IV. Responsibility of Borrowing Libraries

1. It is recognized that interlibrary lending does not relieve any library of the responsibility of developing its own collection. Each library will provide the resources to meet the ordinary study, educational, instructional, informational, research and recreational

needs of all its users. Requests to borrow from other libraries will be limited to those items which the library might not be expected to own. No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service.

2. Borrowing libraries will make every effort to exhaust their own resources before resorting to interlibrary loans.
3. Borrowing libraries will screen carefully all applications for loans, rejecting those which do not conform to this code. (See also Art. V, Scope; Art. VIII Form of Request.)

V. Scope

1. Any type of library material needed for the purposes of study, instruction, information, research, or recreation may be requested on loan or in photocopy from another library. The lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent. These decisions may be determined by the nature of the material or its physical condition, the degree of active demand for the material requested (or other reasons specifically indicated in this agreement).
2. Under the terms of this agreement it is permissible to request on interlibrary loan:
   a. Materials collected in specialized subject fields and in special non-restricted collections
   b. Materials collected under special acquisition agreements
   c. Materials bought under special grant or other programs intended to promote economical use of the total resources of the area
   d. Reference materials whenever lending might not hinder the service of the lending library.

e. Fiction, and light fiction at the discretion of the lending library.

f. Children 's books at the discretion of the lending library.

g. Non-book materials such as films, records, filmstrips, tapes and art prints, microfilm and microcards at the discretion of the lending library.

3. Under the terms of this agreement, borrowing libraries will not ordinarily request:

a. Bulky or fragile materials

b. Rare materials

c. A large number of titles for one person at any one time.

d. Genealogy subject requests

e. Duplicates of titles already owned

f. Materials which can be purchased cheaply

g. Multiple materials for classroom use

h. Fiction materials relative to the subject of a current movie or network television program, current best sellers, books in current and/or recurring demand and new titles which have not appeared in either Cumulative Book Index or the Library of Congress Catalog.

i. Paperbacks costing less than $2.00

4. Each participating library will prepare a statement of its exceptions to 2 and 3 above and these will be incorporated in Appendix A. Future exceptions will be announced to all participating libraries so the appropriate changes can be made in Appendix A. Although local conditions may necessitate exceptions, uniform practices eliminate confusion and ought to be adopted whenever possible.

VI. Expenses

1. The borrowing library should be prepared to assume any costs charged by the lending library as agreed upon in this code, plus the cost of return postage and insurance. If the charges are more than nominal, and not authorized beforehand by the borrowing library, the lending library will inform the requesting library and obtain authorization to proceed with the transaction. Borrowing libraries should anticipate charges and authorize them on the initial request.

2. In the interests of efficiency the lending library may agree to absorb nominal costs for:

   a. Postage for materials sent to the borrowing library.
   b. Insurance for materials sent to the borrowing library.
   c. Photocopying for other Major Resource Center Libraries. Costs to libraries other than Major Resource Center libraries will be at the discretion of the lending library.

3. Libraries may make special contractual or other arrangements, including financial reimbursement or other adjustments, in recognition of service contributions from libraries whose resources are used extensively under this agreement.

VII. Conditions of Loans

1. The safety and return of borrowed materials is the responsibility of the borrowing library. The borrowing library will meet all costs of repair or replacement in accordance with the preferences of the lending library.
2. The borrowing library will honor any limitations on use imposed by the lending library.
3. Unless specifically forbidden by the lending library, it is assumed that copying is permitted, provided that it is in accordance with copyright law and A.L.A. policy and, further, provided no damage to the original volume will result.

VIII. Form of Request

1. Materials requested must be described as completely and accurately as possible following accepted bibliographic practice. (See Appendix J for examples and also Art. XVI, Telex Transmission).
2. All items requested shall be verified in standard bibliographic tools and sources of verification cited. When the item requested cannot be verified, the statement "cannot verify" shall be indicated together with a listing of sources checked.
3. If verification is disregarded, or the bibliographic data is incorrect, and unless special agreement otherwise provides, the lending library (either the Major Resource Center Library or the Texas State Library) may return the request for additional information.
4. The name and status (position or other identifying information) of the individual for whom the material is being requested shall appear on the request form.
5. All requests and shipments shall be conspicuously labeled "interlibrary loan."

IX. Duration of Loan

1. The period of loan shall be that ordinarily extended by the lending library. The time spent in Transit to and from the borrowing library is included in the loan period.
2. Renewal requests depend on the renewal policy of the lending library and in all instances shall be kept to a minimum. The renewal request shall be sent in time to reach the lending library on or before the due date. The lending library should respond to renewal requests promptly; if it does not, it will be assumed that renewal is in accord with its renewal policy.

3. There will be no overdue charges. The borrowing library, however, is responsible for returning interlibrary loans promptly and in good condition.

X. Notification and Acknowledgement

1. Reservations shall be acknowledged.
2. If reserved materials cannot subsequently be supplied within a six week period, the lending library will notify the Texas State Library - giving the time and date of reserve, author and title and name of the borrowing library - and the Texas State Library will notify the borrowing library.
3. Except in the case of very valuable shipments, no acknowledgement of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing library shall notify the lending library so that a search can be initiated.
4. If a request for material is placed on the network, it shall be cancelled if the request is subsequently made outside the network.

XI. Law/Medicine Information

1. No medical or legal information shall be requested when such information might be thought by the borrower as advice from a doctor or lawyer.

XII. Lateral Queries

1. Size II libraries within a MRC area may query each other directly. Size I libraries among themselves may query directly when they are reasonably certain that the material needed is at a specific place. All queries to members of the Texas Information Exchange (T.I.E.) Network and other Texas Universities with which the Texas State Library has contracted for service shall be directed to TSL as the

switching point between these universities and TSLCN, except that a MRC library may query such a university in its area for area patrons if that is agreeable to the university.

2. Unauthorized telephone requests, that is, those from unauthorized Size III libraries in the MRC area and Size III and Size II libraries outside the MRC area, will not be accepted by MRC libraries.

XIII. Statistical Reports

1. Size I libraries shall make statistical reports as required to the Texas State Library according to instructions and for the purpose of insuring the most efficient and beneficial use of the network. The Texas State Library will give notification in advance of the time reports are required so proper preparations can be made.

XIV. Requests Response

1. Every reasonable effort shall be made to answer queries received on the TSLCN within two days.
2. No query shall be held longer than three working days, starting the day following receipt of the query, without a progress report.
3. Rush requests receive priority. Such requests, however, ought to be reserved for critically needed items and a reasonable search time given.

XV. Violation of Code

1. Continued disregard of the provisions of this code shall be sufficient reason for suspension of borrowing privileges.

XVI. Telex Transmission

1. When it is necessary to forward a request to the Texas State Library by teletype, the following order of Transmission is to be observed:

    1. Date
    2. Time that request is sent
    3. Name of originating library (and town if needed for clarity)
    4. Status of patron (to determine futher search for material when appropriate.)

5. Subject Request
6. For books, give author and title, edition, publisher and date
7. For periodicals, give title, volume, month and year with author and pages for article.
8. Source of verification (or where tried if unverified)
9. Any deadlines and/or substitutes indicated by patron
10. Other libraries previously queried.

When transmitting requests, the standard abbreviations found in Appendix D are to be used.

2. It is the preferred practice to cut a tape on "local" before sending a message to another unit. This will allow mistakes to be corrected and will greatly reduce the time required to send a message from one library to another.

3. Tapes, whenever possible, should be sent to TSL in groups of ten or less and with rush and subject requests at the beginning of the group. It is most helpful to TSL personnel if tapes are sent before noon and after 5:00 p.m.

4. The Western Union Telex typewriter is provided by the Texas State Library. Monthly service and message load charges generated by each machine are sent to TSL for payment. Supplies used in operating the machine are ordered and paid for locally.

5. If a wrong number is dialed on the telex, or if while sending a message the machine cuts off, or if a garbled message is received, credit can be received by removing the piece of paper, writing a brief note of explanation, signing it and sending it to the local Western Union manager.

PROCEDURES

SIZE II LIBRARIES

Each profession has its idioms which are to speech as shorthand is to writing. The more involved a person is in his profession, the more naturally he uses his particular idioms.

The role of Size II librarians in the TSLCN is unique. This is so in that Size II librarians receive many requests from Size III libraries in a non-technical language and then have to put these requests into the more technical language of the library world before forwarding them to the MRC libraries.

Size III libraries are encouraged to give the following information when making a request: (1) the author's full name, (2) the full correct title of the work, (3) the patron's status and (4) where the patron saw the name of the book.

This information should be placed on the transaction sheet as received. It is also very helpful to find out at this time if a substitute title is acceptable, if the request can be considered as a subject request and if there is a cutoff date beyond which the material is not needed.

If the request is forwarded to the area MRC library, proper verification is essential.

If the request is for a book:

> Is the author's full name correct?
> Is the Title full and correct?
> What about the imprint? (where was it printed? by whom? when?)
> Is there more than one edition? If there is, which one does the patron need or will any edition do? Indicate this.

The latest edition of Books in Print (authors) is the minimum tool for proper verification. A current subscription to Cumulative Book Index would also help in verification.

If the request can be verified, the information should be copied exactly as found. If a request cannot be verified but a search has been made, the places tried should be indicated.

If the request is for a periodical article:

Has the periodical's title, volume, month and year been given?

Has the article's author, title and pages been given?

It is suggested that periodical articles be verified in Reader's Guide or another periodical index.

If requested material or a notification of the status of the request has not been received within a six week period, a query as to the status of the request may be initiated.

Size II libraries shall make statistical reports as required to the Texas State Library according to instructions and for the purpose of ensuring the most efficient and beneficial use of the network. The Texas State Library will give notification in advance of the time reports are required so proper preparations can be made.

SIZE III LIBRARIES

Perhaps the key word in Texas State Library Communication Network is Communication. The clearer needs are communicated to the network - which is operated by people and is not simply impersonal machines - the better service will be.

Communication on the network is accomplished by telephone and teletype.

A Size III library is normally assigned to a nearby Size II library.

Communication is accomplished by telephone.

When a Size II library is contacted in order to make a request, please be ready to give these important items of information:

(1) The author's full name - Smith, John T., not Smith, J.T.

(2) The full and correct title of the work - North to Alaska, not Alaska North

(3) The patron's status. Is this request for someone seeking material in his capacity as a businessman or her capacity as a professional or is the patron seeking information because of general interest in a subject.

(4) Where did the patron see the name of the book?

If the request is for an article in a periodical, give:

(1) Title of periodical and year, volume and month.

(2) Author, title and pages of article.

If requested material or notification of the status of the request has not been received within a six week period, a query as to the status of the request may be initiated.

TEXAS STATE LIBRARY REFERENCE DIVISION

The Reference Division lends its books to public libraries throughout Texas as part of the Texas State Library Communication Network and serves as the switching center for the TSLCN by referring requests among the Major Resource Center libraries.

The Reference Division's collection containing non-circulating reference books and bibliographies and circulating books on state and municipal government, higher education, public affairs, topics of current interest, the social sciences and Texana. There are a limited number of general interest books.

Microfilms of newspapers are owned and may be borrowed. Microfilms of census records are held but do not circulate. Periodicals also do not circulate, but xerox copies of articles are supplied on interlibrary loan.

The Reference Division's holdings do not include children's books, works of fiction (except those works of significant Texas authors), films, filmstrips, tapes or records. Genealogy books, except a limited number of duplicate copies, are not available on interlibrary loan.

There is no charge for postage or for xerox materials, with the exception of xerox genealogical materials for which there is a charge of ten cents per page plus state tax. Medical and legal advice is not furnished; although books of general medical and legal information are circulated. Answers to puzzles or contest questions are not provided and genealogical subject requests are not accepted.

When a request is received through the TSLCN, the Reference Division first checks its holdings. If the request can be filled, the library which originated the request is notified (See Appendix I). All requests which are

not filled are automatically placed on the network except requests for inexpensive paperbacks, best sellers, new titles which have not appeared in Cumulative Book Index and genealogical subject requests (See appendixes E, F and I), and in all cases the originating library is notified of the action taken.

All MRC libraries are queried by Telex until either the request is filled or the search is unsuccessful (See Appendixes G and I) and the originating library is notified of the result.

If the request is for materials for research purposes rather than general interest and it has not been filled by TSLCN, it is referred by Telex to the library of the University of Texas at Austin which serves as an exchange point for the TSLCN and the Texas Information Exchange (T.I.E.) networks. The University of Texas Library queries the members of T.I.E. by TWX and notifies the Reference Division of the results of the search. The Reference Division then notifies the library which originated the request.

The originating library is always notified of the final disposition of its request.

APPENDIXES

A. Bibliographic Tools and Services of the MRCs and TSL Reference Division

B. The TSLCN Transaction Sheet

C. Texas Universities Holding Contracts with the Texas State Library Communications Network

D. Telex Abbreviations

E. TSL Form. Book too new

F. TSL Form. Inexpensive paperback

G. TSL Form. Unsuccessful Search

H. TSL Form. Request placed on network

I. TSL Form. Notification of Action

J. Telex Transmission Examples

APPENDIX A.
Bibliographic Tools

	TSL	Abi	Ama	Aus	Co C	Dal	EP	Ft.W.	Hous.	Lbk.	S.A.
1. Library of Congress Catalog	X	X	X	X	X	X	X	X	X	X	X
2. NUC Pre-1956 Imprints	X	X	O	O	X	X	O	O	X	X	O
3. U. S. Catalog. 4th ed. 1928	X	O	X	X	X	X	X	X	X	X	X
4. Cumulative Book Index	X	X	X	X	X	X	X	X	X	X	X
5. Libros en Venta	X	X	O	X	O	X	X	O	X	O	X
6. Books in Print	X	X	X	X	X	X	X	X	X	X	X
7. American Book Publishing Record, current subscription	X	X	X	X	X	X	X	O	X	O	X
8. American and British Genealogy and Heraldry	X	X	X	O	O	X	X	X	X	X	X
9. Paperback Books in Print	X	X	X	X	O	X	X	X	X	X	X
10. Standard Periodical Directory	X	X	X	X	O	X	X	O	X	X	X
11. Ulrich's International Periodicals Directory. 3rd ed. 1969-70	X	X	X	X	X	X	X	X	X	X	X
12. Irregular Serials and Annuals	X	X	X	O	X	X	X	X	X	X	X
13. Union List of Serials, 3rd ed.	X	X	X	O	O	X	X	X	X	O	X
14. New Serial Titles	X	1961-65 1966-68 1968-	1961-65 1966-68 1968-	O	1961-65	1961-65	O	O	1961-65 1968-	1961-65 1966-68 1968-	X
15. The Texas List	X	X	X	O	X	X	X	X	X	X	X
16. Ayers Directory of Newspapers	X	X	X	X	X	X	X	X	X	X	X
17. American Newspapers, 1821-1936	X	X	O	O	O	X	O	X	X	O	O
18. Newspapers on Microfilm	X	X	X	O	O	X	X	X	O	O	O
19. Monthly Catalog, U. S. Government Publications	X	X	X	X	X	X	X	X	X	X	X
20. Texas State Documents	X	X	X	O	O	X	X	X	X	O	X
21. Theses on Texas History, 1907-1952	X	O	X	X	O	X	X	X	X	X	X
22. Texas History Theses, 1893-1951	X	O	O	X	O	X	X	X	X	X	X

Legend: Yes: X No: O

APPENDIX A
SERVICES

	TSL	Abi	Ama	Aus	Coc	Dal	EP	FtW	Hous	Lbk	SA
1. Xerox Supplied	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
No Charge	No Charge							up to 4 pages free over 4 pages 10¢/ copy for all pgs.			
Charge		10¢/copy	10¢/copy	10¢/copy	10¢/copy	25¢/copy	10¢/ copy		25¢/copy plus $1.00 handling fee	10¢/copy	25¢/ copy
2. Circulation											
1 wk.								1 wk. (special materials)			
2.wks.		2 wks.									
3.wks.	3 weeks					3 wks				3 wks	4 wks
4 wks.			4 wks*	4 wks	4 wks		4 wks	4 wks	4 wks		
Renewal											
Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes (regular materials only)	Yes	Yes	No
No											
How Long	3 Weeks	2 wks		2-4 wks.	2 wks or longer		1 week	4 wks	2 wks	3 wks	
3. Genealogical Material Supplied	Yes	No	No	No	No	No	Yes	Few	No	No	No
Policy	dupli-cates only			Only for use in library			dupli-cates or not in great demand	Family Histories Duplicates			

18 (b)

	TSL	Abi	Ama	Aus	CoC	Dal	EP	FtW	Hous	Lbk	SA
4. Government Documents Supplied	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Policy	3 wk loan 2 wk renewal		4 wks	Limited collection	4 wks	3 wks (when available)	Loan time varies	1-4pp. xeroxed free; others 1 week	(when approved by Gov't. Docs. Lib.)		
5. Children's Materials Supplied	No	Yes	Yes	Yes	Yes	Yes (when possible; must be clearly identified)	Yes	Yes	Yes	Yes	Yes
Policy		2 wks	4 wks (no reserves)	When on shelf	4 wks	3 wks	Loan time varies	4 wks	(serious needs) 4 wks	3 wks	4 wks
6. Microfilms Supplied	Yes (newspapers but not census records)	Yes	No	No	No	*	Yes * Two rolls per request	Yes(except Nat'l Archive Film)1 wk	No	No	No
Policy		(if available)									
Copy	Yes	Yes	Yes	Yes	Yes		Yes	Yes	No	Yes	Yes
Charge	10¢/ frame	25¢/ frame	25¢/ frame	10¢/ frame	10¢/ frame		10¢/ frame	25¢/frame		10¢/ frame	None
7. Microcards Supplied	No	No	No	No	No	*	Yes	Yes	No	No	No
Policy								1 wk			
Microcard Copy	No	No	No	No	No		No	No	No	No	No
Reader Owned	Yes	No	Yes		No			Yes	Yes	No	Yes
Type	Readex		Micro-card reader			Micro-opaque Amer. Op. Co.		MARK VII			

18 (c)

	TSL	Abi	Ama	Aus	CoC	Dal	EP	FtW	Hous	Lbk	SA
8. Films Supplied Policy	No	No	Yes ($2.00/ film and preferably to MRC area)	No	No	No	No	No	No	Yes (only to MRC area)	Yes (Insurance fee, but no rental fee) 1 wk loan
9. Tapes Supplied Policy	No	No	No	No	No	No	No	No	No	No	No
10. Records Supplied Policy	No	No	No	No	No	No	Some * Two records per request	No	No	No	No
11. Art Prints Supplied Policy	No	No	No	No	No	No		No	No	No	No

* Materials in William Henry Bush Southwest Collection not loaned

* Special arrangements for borrowing microfilm microfiche microcards may be made at descretion of Dept. Head in which materials are held.

* Insured both ways.

APPENDIX B

TEXAS STATE LIBRARY COMMUNICATION NETWORK TRANSACTION SHEET

IDENTIFICATION

1. Date: 2. Time: 3. Name of Referral Library:

4. Name of original requesting library:

5. Request received by ( ) telephone ( ) TELEX ( ) Mail ( ) in person

6. Patron's Status: 1. ( ) General interest/miscellany 2. ( ) clubwoman
3. ( ) businessman 4. ( ) professional 5. ( ) H.S. student 6. ( ) college student
7. ( ) graduate student 8. ( ) genealogist 9. ( ) not given

REQUESTS FOR SPECIFIC TITLE

1. Author (or periodical title, vol. & date)

2. Title (with author and pages for periodical article) inc. ed., pub. (name, place, date)

3. Source of information 5. Call No. _____
4. Verified: In:
Tried in: Acc. or copy No._____

6. Not needed after _____
(date)

7. Substitute acceptable _____ Substitute supplied _____ Call No._____

Author:
Title: Acc. or copy No._____

---

1. Date Sent:

2. Date Due:

3. Renewed till:

4. Date Returned:

5. ( ) Not owned
( ) Non-circulating
( ) In use
( ) Hold placed: _____
(date)
( ) On order

6. Referred _____ To:_____

REQUEST OTHER THAN FOR SPECIFIC TITLE

1. Message other than request for specific title: (includes subject requests or reference questions)

2. Number of books sent _____ (For titles, etc. see individual transaction cards)

3. Number of Vertical File pieces sent _____ Date Due: _____

4. Number of Xerox items sent _____

5. Government Documents (number sent) _____

6. Charges $_____

7. Other materials:

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APPENDIX C

TEXAS UNIVERSITIES HOLDING CONTRACTS WITH THE TEXAS STATE LIBRARY COMMUNICATION NETWORK

TxDw	Texas Woman's University-Denton Mr. Benjamin Richards, Librarian
TxDam	Southern Methodist University-Dallas Mr. H. B. Schell, Associate Director
TxFTC	Texas Christian University-Fort Worth Mary Couts Burnett Library Dr. Paul Parham, Librarian
TxHU	University of Houston Libraries Dr. Edward G. Holley, Director
TxDN	North Texas State University, Denton Mr. David A. Webb, Director
TxArlA	University of Texas at Arlington Mr. John A. Hudson, Librarian
TxCM	Texas A&M University, College Station Mr. John B. Smith, Director
TxLT	Texas Tech University, Lubbock Mr. Ray Janeway, Librarian
TxHR	Rice University, Houston Fondren Library Mr. Richard O'Keeffe, Librarian
TxWB	Baylor University, Waco Moody Memorial Library Mr. James Rogers, Librarian
TxU	University of Texas at Austin* Mr. Heartsill Young, Associate Librarian

*Switching Center

October 1970

APPENDIX D

ABI -- Abilene Public Library
ACKN -- Acknowledged
AMAR -- Amarillo Public Library
APR -- April
AUG -- August
AUS or APL -- Austin Public Library

BIOG -- Biography
BK -- Book
BKMOBILE -- Bookmobile
BLDG -- Building

CK -- Check
c.o. -- Checked out
CO -- County
Co C -- Corpus Christi Public Library
COMM -- Commission

DEC -- December
DEPT -- Department
DPL -- Dallas Public Library

ED -- Edited, edition, or editor
ENCY -- Encyclopedia
E O T -- End of transmission
EPPL -- El Paso Public Library

FED -- February
FRTHCMNG BKS -- Forthcoming books
FWPL -- Forth Worth Public Library

GEN -- Genealogy

HIST -- History
HNDBK -- Handbook
HPL -- Houston Public Library

ILL -- Interlibrary Loan
INFO -- Information

JAN -- January
JL -- July

LBK -- Lubbock City-County Libraries
LIB -- Library
LIBN -- Librarian

MAG -- Magazine
MAR -- March
MEM -- Memorial
MRC -- Major Resource Center

NBR -- Number
N.C. -- Non-circulating
ND -- No date
N.G. -- Not given
NIC -- Not in catalogue
NOV -- November
NTWRK -- Network

OCT -- October
OK -- Okay
ORIG -- Original

P.L. -- Public Library
PP -- Page or pages
PR -- Press
PTRN -- Patron
PTRN'S STAT -- Patron's Status
PTS -- Parts
PUB -- Public
PUB CO -- Publishing Company

RE -- Regarding
REQ -- Request
RES -- Reserve
RESD -- Reserved
REV. ED. -- Revised Edition
RPT -- Report

SAPL -- San Antonio Public Library
SEPT -- September
SORI -- Sorry

TSL -- Texas State Library
TX or TEX -- Texas
TXU -- University of Texas

U or UNIV. -- University
U -- You
UR -- Your

VFY -- Verify
VFYD -- Verified

WK -- Week
WRK -- Work

XRX -- Xerox

YR -- Year

APPENDIX E

TEXAS STATE LIBRARY

TEXAS ARCHIVES AND LIBRARY BUILDING
BOX 12927/CAPITOL STATION/AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

ANN GRAVES
DIRECTOR, REFERENCE DIVISION

TEXAS LIBRARY AND
HISTORICAL COMMISSION

Your request for _____
_____ was forwarded to us by
_____. This title is not in the collection at the Texas State Library.

Since this book is listed in the _____
_____ issue of Forthcoming Books and is not listed in Cumulative Book Index, it is too new to be available yet. It is the policy of the Texas State Library Communication Network not to search for titles this new. Please resubmit your request in about four weeks.

We regret that we are unable to help you this time. Please let us know if you have any questions.

Sincerely,

Interlibrary Loan Librarian

APPENDIX F

TEXAS STATE LIBRARY

TEXAS ARCHIVES AND LIBRARY BUILDING
BOX 12927/CAPITOL STATION/AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

ANN GRAVES
DIRECTOR, REFERENCE DIVISION

TEXAS LIBRARY AND
HISTORICAL COMMISSION

Your request for _____
_____
was forwarded to us by the _____
_____.
This title is listed in Books in Print as being available in paperback for _____.

This title is not in the collection at the Texas State Library and we feel that we cannot place a request for paperback, costing less than $2.00 on the Texas State Library Communication Network.

We regret that we are unable to help you this time.

Sincerely,

Interlibrary Loan Librarian

APPENDIX G

TEXAS STATE LIBRARY

TEXAS ARCHIVES AND LIBRARY BUILDING
BOX 12927/CAPITOL STATION/AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

ANN GRAVES
DIRECTOR, REFERENCE DIVISION

TEXAS LIBRARY AND
HISTORICAL COMMISSION

Dear

The Reference Division has been unable to locate the following title:

The libraries listed below have been searched. Unless we hear from you further, we will consider the request cancelled. We regret we are unable to help you.

This constitutes our bibliographic search procedure for general interest requests. If this request is for research purposes and if you feel further search is warranted, please advise accordingly.

Sincerely,

Interlibrary Loan Librarian

Texas State Library
Abilene Public Library
Amarillo Public Library
Austin Public Library
La Retama Public Library in Corpus Christi
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Houston Public Library
Lubbock City-County Library
San Antonio Public Library

APPENDIX H

Texas State Library Communication Network

Date _____
Author _____
Title _____

is not in the collection of the Texas State Library. Your request is being placed on the Texas State Library Communication Network. You will be notified as soon as the book is located, or after all Major Resource Center Libraries have been searched.

Texas State Library
REFERENCE DIVISION
Box 12927, Capitol Station
Austin, Texas 78711

APPENDIX I

Texas State Library Communication Network
TEXAS STATE LIBRARY REFERENCE DIVISION
Box 12927 Capitol Station/Austin, Texas 78711

Date _____
Author _____
Title _____
( ) is being sent to you by the Texas State Library.
( ) is in circulation. Hold placed.
(notify us if this is not acceptable.)
( ) is not in our collection. It is being sent to you by _____.
( ) is being put on the network for additional information.

APPENDIX J

This appendix stresses that part of the Telex Transmission concerned with verification.[1] Correct verification for books consists of the:

(1) Proper spelling and complete name of the author
(2) Complete title and sub-title, if there is one
(3) Edition
(4) Publisher and date of publication
(5) Verification tool consulted

Examples:

(a) Agee, James. Let us now Praise Famous Men. Houghton, 1960. VFYD: CBI 1959-60. p - 27.
(b) De Angeli, Marguerite. Door in the Wall. Doubleday, 1949 (Juv.) VFYD: BIP (A) 1969, p. 448.
(c) Van Der Hurk, Pieter. Psychic: the story of Peter Hurkos by Peter Hurkos (Pseud.) - Bobbs Merrill, 1961. VFYD: NUC 1958-62, V. 47, p. 337.
(d) Willett, Hurd Curtis. Descriptive meterology. 2nd ed. Academic Press, 1958. VFYD: CBI 1959-60, p. 2516.

Correct verification for Periodicals consists of the:

1. Title of the periodical which is never abbreviated
2. Volume, month and year.
3. Article title and author.
4. Pagination
5. Verification tool (periodical Index or Holdings List) or, if not available, source of information.

Examples:

Journal of Gerontology. Vol-20, Oct. 1965. "Effect of Tube Feeding on the Hydration of Elderly Patients", by N. Telfer and M. Persoff, p. 536. VFYD: Texas List, p. 332.

National Cactus and Succulent Journal. 21 (1) March, 1966. "The Biology and Cultivation of Aloe Polyphylla, the spiral Aloe," by L. Kofler, p. 16-19. Source of Info: Bib. Agri. Apr. 1968 No. 41243.

Journal of Soil and Water Conservation. Vol. 24, No. 1, Jan-Feb. 1969. "Resource Economist Use a Natural Area", by Sargent and Hersindahl, p. 8-18. (This example lacks a source of information. All the other information is complete, however, so the article can be easily located.)

When a request is sent without full verification, list in the position where verification should be those verification tools consulted. The list of bibliographic tools checked can be given in the sequence in which they appear in Appendix A; i.e., Not vfyd. Checked Nos. 1, 4, 6. (This means Library of Congress Catalogs, Cumulative Book Index and Books in Print were checked.)

1. See Thomson, Sarah Katherine. Interlibrary Loan Procedure Manual (Chicago: American Library Association, 1970), Section 4. Verify citations. p. 20 in which the reason for and manner of verifying a citation are given. Proper verification of an item is important in order to "confirm or establish the existance of the item..."